



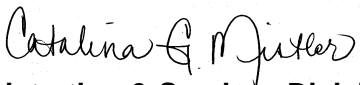
OPERATIONS MEMO

Update of the California Student Aid Commission

August 18, 2008

GOM 2008-15

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 464-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: Clarification on Cal Grant Applicant Data Corrections

The purpose of this Operations Memo is to provide clarification on the procedures for institutions to follow when submitting student data corrections for Cal Grant application records.

Submission Policy

The California Student Aid Commission (Commission) will accept corrections to application data for new Cal Grant Entitlement applicants at any time. Any income or asset changes that make an Entitlement or Competitive student ineligible should be reported on the WebGrants "Grant Record Changes" screen. Any information reported must be the same as data being used to establish the student's eligibility for Federal Title IV aid. Upon submission, the institution certifies that the appropriate documentation substantiating these changes is maintained by the institution as part of the student's financial aid record.

Data revision requests are not accepted for non-awarded Competitive Cal Grant applicants after the initial award selection is made. This includes any professional judgment changes that have been made for federal financial aid purposes. There are no restrictions on reporting demographic changes such as student address and e-mail address changes. Changes that would establish eligibility for Entitlement Cal Grant awards may be accepted at any time.

ISIR Data Corrections

Data corrections for non-awarded Entitlement applicants should be made on the student's Institutional Student Information Record (ISIR). If an applicant was not offered an Entitlement award due to information on a prior ISIR, the Commission



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

will use a subsequent ISIR to reconsider the application for an Entitlement award. Data corrections to the ISIR will not be used to reconsider non-awarded Competitive Cal Grant applicants after each respective (March 2 or September 2) award selection.

Use of Professional Judgment

Application data element changes resulting from the review of special circumstances in the student's or student's family financial situation can only be reviewed and considered by the financial aid office of the school the student is attending. The Commission has no authority to exercise professional judgment. Students contacting the Commission to explain these types of circumstances to the Commission will be referred to their campus Financial Aid Office. If professional judgment is being exercised, institutions should update the student's ISIR with the new data. As with other types of data corrections, changes will be accepted by the Commission only for Entitlement Cal Grant applicants. Any type of professional judgment data corrections for Competitive Cal Grant applicants would have to be made to the student's ISIR prior to the award selection for each respective Competitive application deadline (March or September).

Use of Different Expense Budget for New Cal Grant Participants

Cal Grant participants are initially considered for Cal Grant program eligibility using standardized budgets established by the Commission from data obtained from the Student Expenses and Resources Survey (SEARS). Three budgets are used: on-campus, off-campus and with-parents. Award selections are made based on the budget type selected by the student on their FAFSA for each respective campus considered by the Commission.

The on-campus budget makes use of actual on-campus housing information supplied to the Commission by each school on the WebGrants College Cost Estimate screen. Off-campus and with-parents budgets are set from average state living expense information and, as a result, may not reflect actual regional living expenses.

For this reason, the budgets used by the Commission for award selection, particularly the off-campus and with-parents budgets, may differ from the budgets used by institutions when determining eligibility for federal and campus-based aid programs. Cal Grant institutions may use the WebGrants Grant Record Change screen to report the use of a different housing budget to the Commission in the event that a student would be eligible for a Cal Grant award when using the budget used by the campus of attendance. To do this, the campus should access the WebGrants Grant Record Change screen and adjust the unmet need field to reflect the unmet need being used by the school. The comment "campus budget differs from Commission budget" should be entered into the comments field.

As with other data corrections, corrections can only be accepted for Competitive Cal Grant applicants prior to the award selection for each respective Competitive application deadline (March or September).

For renewal Cal Grant participants, continuing financial eligibility is confirmed by the campus of attendance. The campus reports the student's unmet need with a minimum of \$100 of unmet need required to allow renewal of the Cal Grant. Any factors used by the campus in the determination of need for federal financial aid purposes may be considered.

Demographic Changes

Corrections to student demographic information such as mailing address or e-mail address can be made at any time after a grant record is processed by the Commission. Institutions can enter demographic changes using the WebGrants Demographics screen located under the Student Info menu. Students can also submit demographic changes using WebGrants for Students.

If you have any questions regarding this update, please contact the School Support staff at (888) 294-0153.

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